Standard operating procedure (SOP) · ENV-SOP-007 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2C.6

At a glance

- Calculate a baseline carbon footprint from energy and travel data, even a minimal one.
- Write the method, the data sources and the emission factors used.
- Date the baseline and repeat it when data allow.
- Plan to extend the scope as resources allow.
- Stop and get help straight away if: the baseline has no method, no date and no data source.

1. Purpose

To establish a dated carbon footprint baseline, using a documented method, so change can be measured over time [EC].

2. Scope

Applies to	Facilities manager, energy lead, the person preparing the baseline
Locations	The whole facility
When	Baseline within 12 months; repeat when data allow
Does not apply to	Full life-cycle assessment of products

3. Definitions

Term	Meaning
Carbon footprint	Greenhouse gas emissions caused by the facility, expressed as carbon dioxide equivalent
Emission factor	A standard value converting energy or travel into emissions
Scope	Categories of emission, such as direct fuel use, purchased electricity and travel

4. Background

A basic carbon footprint is enough to start measuring change. Criterion 2C.6 asks for a baseline with method and sources, not a perfect calculation.

5. Responsibilities

Role	Responsibility	Competence
Energy lead	Prepares the calculation	Energy management (EC)
Facilities manager	Checks the data and signs the baseline	Facilities management
Chief executive	Accepts the baseline	Executive

6. Materials and equipment

Item	Requirement	Condition
Energy records (ENV-FRM-008)	Latest 12 months	Available
Travel records (staff and transport)	Latest 12 months where available	Available
Emission factor table	From an agreed national or international source (EC)	Dated

7. Safety

- None specific.

8. Before you start

- Agree the scope and the emission factor source.

9. Procedure

Step 1. Define the scope and the source.

- Define which emission sources are included: fuel, purchased electricity, and travel where data exist.

- Record the emission factor source and version.

Key point: A stated scope lets the next baseline be compared.

Step 2. Collect the data.

- Collect 12 months of energy and travel data.
- Record the data source for each item.

Key point: Data sources are what make the figure checkable.

Step 3. Calculate and date.

- Calculate the emissions by source.
- Record the date, the method, the total and the scope on ENV-FRM-009.

Key point: A figure without a date and method cannot be repeated.

Step 4. Repeat and extend.

- Repeat the calculation each year or when data allow.
- Each repeat extends the scope if resources allow, and records the change in scope.

Key point: Repeat calculations show the trend.

10. Decision points

- If data are missing for a source, record it as excluded and say why.

11. Special situations

Situation	Action
No travel data	Record the gap, estimate by a stated method, and mark it as an estimate.

12. Escalation

- Any major gap in data is reported to the facilities manager.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Baseline dated, with method and sources	Yes	Yearly	Facilities manager	Correct within 30 days
Repeat calculated when data allow	Yes	Yearly	Energy lead	Escalate

14. Records

Record	Kept in	Retention
ENV-FRM-009 Carbon Footprint Baseline Record	Governance file	the period set by the facility’s records policy years

15. Training

- Energy lead is trained in the method (EC).

16. Related documents

ID	Title	Use
ENV-FRM-009	Carbon Footprint Baseline Record	Used in step 3
ENV-SOP-006	Energy Use Monitoring and Reduction	Data source

17. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus. Emission factor sources set by the ASF Expert Committee by the committee.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	Approved by the ASF Expert Committee
1.1	the date of approval	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee

E-learning for this document

No e-learning course is linked to this document yet.

Planned course: Carbon footprint baseline. New course planned.

References

- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)
- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)

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Related standard

- Standard 2: Governance and Safety Culture

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